

## **JOB SPECIFICATION**

Code 11570

Grade GS 43

### **INVENTORY CODER**

#### ***General Purpose***

Under general supervision, code, count, record, track and classify assets, conduct inventory and assist City departments in asset management and coding.

#### ***Typical Duties:***

Count, record, track and classify assets. Involves: Identify and correct discrepancies in coding of assets. Identify assets previously not recorded and barcode non-coded city assets. Scan property barcodes and account for assets for fiscal year end. Track City assets, non-expendable property and equipment with a value over designated minimum. Track transfers. Update Asset Reporting System and record type, quantity, location and value of fixed assets. Make appropriate data base changes (commodity codes, definitions, addition or deletion or change in asset identifiers in database pursuant to classification criteria and control procedures. File assets documents. Prepare asset listing, account for shortages and provide accountability documents for lost and/or damaged city assets. Maintain inventory control and perform asset audits.

Conduct inventory of assets. Involves: Traveling to all City offices or storage sites. Conduct annual, or as assigned inventories for accounting for City assets. Compile, reconcile and maintain City's inventory control database of all fixed assets. Numerically mark items/apply control labels for inventory purposes. Adjust inventory records/lists to reflect all purchases. Add new or re-assigned property and equipment to inventory. Enter inventory data into database. Conduct inventory of item disposals. Maintain outstanding purchase and other records, and prepare departmental transfer, damage, disposal, police and inventory balance reports.

Assist City department staffs in coding activities, perform coding duties and complete other special assignments. Involves: Assist City department staff in tagging and coding new assets, managing inventory and utilizing barcode scanning or other technological scanning devices and in the preparation of asset data sheets. Explain guidelines for department to use in the prevention of loss and theft. Assist in the reassignment of equipment to requesting office, if appropriate. Load, unload, move, store and secure materials. Use forklift to move materials. Assist in the disposal of surplus, abandoned, obsolete and evidential property for disposal. Destroy property or evidence not fit for sale to the public. Assist in preparing for and conducting property auctions. Oversee and track items for auction. Prepare items such as vehicles and surplus items for auction. Evaluate condition of turn-ins for auction.

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***Knowledge, Skills, and Abilities***

- Application of good knowledge of manual and automated inventory control systems and practices.
- Application of some knowledge of computerized inventory control systems, automated barcode scanning systems or similar inventory data recording technology, personal computers and the operation of routine office equipment including, but not limited to fax machines, copiers, calculators, and filing systems.
- Application of some knowledge of purchasing and bookkeeping procedures.
- Application of some knowledge of fixed asset governmental accountant standards.
- Count, encode and record inventory data, correct inventory errors, maintain records, files and prepare reports.
- Safe operation of delivery vehicles, pallet jacks and forklift.
- Establish and maintain effective working relationships with supervisors, customers and coworkers.
- Apply simple mathematical calculations.
- Clear, concise oral and written communications.

***Other Job Characteristics***

- Lift items weighing up to 80 pounds.
- Recurring physical activity, climbing ladders, walking, stooping and bending.
- Subject to callback, standby, emergency recall or consultation for all shifts, and working flexible hours, weekends, holidays and extended hours.
- Exposure to inclement weather.

***Minimum Qualifications***

Education and Experience: A High School diploma or GED.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.